

SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS

SPECIAL COMMITTEE

Communication Committee

PURPOSE

To ensure that SCPT has effective communication processes in place to ensure communications to its registrants are received in a consistent format and in a timely manner. The communication committee is responsible for assisting in the recruitment and nomination of council and committee members.

The primary purpose of the Momentum is to summarize, in a manner, which will be meaningful to individuals not attending council meetings, the business conducted by council and SCPT committees.

To ensure that media/registrants/general public is notified of significant information and events as directed by the President and/or SCPT Council.

SELECTION: Appointed by Council (please refer to the Nominations and Recruitment procedure).

TERM: 2 year, renewable

ORGANIZATION

Accountability and Reporting Relationship:

- The committee through, the Chair or Council representative, is responsible to Council.
- The committee is responsible for assisting in editing each edition of the Momentum.
- The Communications Chair, with input from the committee, is responsible for the accuracy and appropriateness of content and shall review "Proofs" of the Momentum before being printed.

Structure:

- The Committee shall be a Special Committee.
- All honorariums and expense allowances shall be available to the Chair and Committee Members.

Composition and Representation:

- The Committee shall consist of at least three members who all must be registrants of the College, one of which shall be a Council member.
- The Executive Director/Registrar shall be a member of this committee, but not have a vote.
- The President is an ex-officio member of this committee.
- Committee membership may vary from year to year, depending upon the volume of work, as determined by the Chair.
- Resignations from the committee shall be made in writing to the Chair who will communicate this to Executive Director/Council.
- All committee members should have access to a computer.
- All committee members shall have an equal vote. This includes the Chair of the Committee.
- Council members are the preferred delegate to attend national meetings/workshops.

Meetings:

- Meetings shall be held at the call of the Chair. Quorum shall be majority of the committee members.
 - The Chair shall determine the agenda and format for each meeting.

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- The Chair shall ensure that all materials and information are distributed prior to each meeting.
- Meeting minutes will be circulated to Committee members and the SCPT office after each meeting.
- The Chair shall submit an annual report for SCPT's Annual General Meeting and contribute to articles for the newsletter.

Functions:

General

- Proof reading SCPT reports, forms and documents as forwarded by the SCPT Office (i.e. renewal and application forms, newsletter, annual report).
- Designing of communication tools (i.e. brochures, fact sheets, surveys) as requested from other committees who have provided a draft framework that has been approved by Council.
- Management of follow-up action on reports and forms that are overdue to be submitted to SCPT that have been forwarded to the Communications Committee Chair by the SCPT Office
 - (i.e. End of Term Committee Report; Momentum newsletter submissions; budget committee submissions; annual report submissions).
- Initiating and developing the first draft of any revisions to policies, position statements standards of practice or operational procedures within their portfolio and coordinating their activities with the Office as the need arises.
- Assist in ensuring the content of the website is accurate, consistent and maintained.

Nominations

- Communications Chair and Office Manager will be responsible for maintaining up to date lists of Council and Committee members and the duration of each members term
- Prior to each annual registration period (prior to January 1), the Chair of the Communications committee will contact each committee chair to determine vacancies on each Committee
- Names of members volunteering to be nominated for Council or Committee positions will be forwarded to the Chair of the Communications committee by the Office Manager following each annual registration period
- All nominations for council must be received in writing by the Chair and must be accompanied by a signed consent from the nominee and completed nomination form
- The Chair will contact identified volunteers and develop a list of candidates for Council/Committee positions to be forwarded to Council for decision Post-AGM
- If there is an insufficient number of candidates to fill the vacant council positions, nominations from the floor will be accepted according to administrative bylaws and they will require verbal consent from the nominee
- The Chair will act as the liaison between the elected Committee members and the Committee chairs for initial contact

Newsletter – Momentum

The Communications Committee Chair will be responsible for:

- Being the Editor of the Momentum.
- Collaborating with the President, Executive Committee and Executive Director in making decisions regarding content and distribution deadlines.
- Writing portions of content (i.e. Editorial).
- Delegating the writing of some content for the Momentum to members of Council, Committee chairs and Executive Director.
- Researching articles in other provincial regulatory body publications.

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Email Updates

The Communications Committee Chair will be responsible for:

- Reviewing email updates created by the President/Executive Council prior to their distribution to the SCPT Membership.
- Assisting the President and/or SCPT Council/Executive Director so that the media/membership/general public is notified of significant information and events when directed.

NEWSLETTER TERMS OF REFERENCE

Newsletter Content:

- A summary of Council issues discussed, actions proposed, and actions taken (i.e. council meeting highlights).
- Rationale for proposed actions or actions taken.
- SCPT's perspective on issues/trends of concern to the licensing body or profession. Requests for registrant input regarding these perspectives.
- The March issue of the Momentum must contain all proposed bylaw changes and Annual General Meeting information.
- Brief articles/bullets on New trends and issues AND updates on recent issues.
- Practice scenarios, jurisprudence study articles and interpretations (These could be obtained from other regulatory bodies).
- Guest articles- for example from SCPT committees, SPA, NIRO.

Frequency of Distribution:

Three editions of the Momentum will be distributed each year, at intervals deemed appropriate by the Executive Director/Registrar, Editor and the President. Additional publications of the Momentum may be distributed as needed.

Revised September 15, 1999
Revised November 17, 2001
Revised November 23, 2002
Revised August 1, 2006
Revised May, 2015
Revised January 14, 2017